

**New Jersey Department of Education
Comparative Spending Guide**

Electronic Distribution User Manual

A. Installation

The New Jersey State Department of Education Comparative Spending Guide distribution diskette contains two files, **CSG2002.ZIP** and **PKUNZIP.EXE**. Users of the data should create a directory on their PC, change directory to that location and copy these files to that directory by typing the following:

COPY A:*.*

Once complete, type

PKUNZIP CSG

26 files will be 'unzipped'. These files contain all data used in the comparative spending guide and are stored in Dbase III+ formats. This format will allow users to import the data into numerous commercially available database software packages and thereby, allow for the analysis of the data using these packages.

B. File Index

File names correspond to the Comparative Spending Guide Indicator number. For example, all data for indicator 1 are contained in the file CSG1.dbf.

<u>File Name</u>	<u>Description</u>
CSG1.dbf	Total Cost per Pupil
CSG2.dbf	Total Classroom Instruction
CSG3.dbf	Classroom Salaries + benefits
CSG4.dbf	Classroom general supplies and textbooks
CSG5.dbf	Classroom purchased services and other
CSG6.dbf	Total Support services
CSG7.dbf	Support services Salaries + benefits
CSG8.dbf	Total Administrative Costs per Pupil
CSG9.dbf	Salaries + Benefits for Administration
CSG10.dbf	Operations and Maintenance of Plant
CSG11.dbf	Salaries + Benefits - Operations/Maint of Plant
CSG12.dbf	Food Service Cost per Pupil + Benefits
CSG13.dbf	Extracurricular Costs per Pupil + Benefits
CSG14.dbf	Personal Services - Employee Benefits
CSG15.dbf	Total Equipment Cost per Pupil
CSG16.dbf	Ratio of Students to Teachers: Median Salary
CSG17.dbf	Ratio of Students to Special Service: Median Salary
CSG18.dbf	Ratio of Students to Administration: Median Salary
CSG19.dbf	Faculty / Administrative Ratios
CSG20.dbf	Budgeted General Fund Balance vs. Actual (used)
CSG21.dbf	Unreserved General Fund Balances in Excess of 6%
VITSTAT.dbf	Summary of Vital Statistics
Trans.dbf	Bus Utilization
SUM9900.dbf	Summary: 99-00 Actual Costs
SUM0001.dbf	Summary: 00-01 Actual Costs
SUM0102.dbf	Summary: 01-02 Original Budget Totals

C. File Structure - Indicator Files

The 22 CSG indicator files have 12 unique file structures:

1. Structure for Indicator 1

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP99	Per pupil amount (99-00 actual costs)
Rank99	Per pupil Ranking (99-00 actual costs)
PP00	Per pupil amount (00-01 actual costs)
Rank00	Per pupil Ranking (00-01 actual costs)
PP01	Per pupil amount (01-02 budget costs)
Rank01	Per pupil Ranking (01-02 budget costs)

2. Structure for Indicator 2,4,5,6,8,10,12,13

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP99	Per pupil amount (99-00 actual costs)
Rank99	Per pupil Ranking (99-00 actual costs)
Pct99	% of Total Cost/pupil (99-00)
PP00	Per pupil amount (00-01 actual costs)
Rank00	Per pupil Ranking (00-01 actual costs)
Pct00	% of Total Cost/pupil (00-01)
PP01	Per pupil amount (01-02 budget costs)
Rank01	Per pupil Ranking (01-02 budget costs)
Pct01	% of Total Cost/pupil (01-02)

3. Structure for Indicator 3,7,9,11

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP99	Per pupil amount (99-00 actual costs)
Rank99	Per pupil Ranking (99-00 actual costs)
Pct99	% of Total Cost/pupil (99-00)
Pct299	% of Total Salaries/Benefits to Indicator Variable (99-00)
PP00	Per pupil amount (00-01 actual costs)
Rank00	Per pupil Ranking (00-01 actual costs)
Pct00	% of Total Cost/pupil (00-01)
Pct200	% of Total Salaries/Benefits to Indicator Variable (00-01)
PP01	Per pupil amount (01-02 budget costs)
Rank01	Per pupil Ranking (01-02 budget costs)
Pct01	% of Total Cost/pupil (01-02)
Pct201	% of Total Salaries/Benefits to Indicator Variable (01-02)

4. Structure for Indicator 14

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP99	% of Total Salaries (99-00)
PP00	% of Total Salaries (00-01)
PP01	% of Total Salaries (01-02)

5. Structure for Indicator 15

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP99	Per Pupil Costs (99-00)
PP00	Per Pupil Costs (00-01)
PP01	Per Pupil Costs (01-02)

6. Structure for Indicator 16

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Strat00	Student/Teacher Ratio (00-01)
Rk00	Ratio Ranking (00-01)
Salt00	Teacher Salary (00-01)
Rk00	Salary Ranking (00-01)
Strat01	Student/Teacher Ratio (01-02)
Rk01	Ratio Ranking (01-02)
Salt01	Teacher Salary (01-02)
Rk01	Salary Ranking (01-02)

7. Structure for Indicator 17

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Ssrat00	Student/Special Service Ratio (00-01)
Rk00	Ratio Ranking (00-01)
Sals00	Special Service Salary (00-01)
Rk00	Salary Ranking (00-01)
Ssrat01	Student/Special Service Ratio (01-02)
Rk01	Ratio Ranking (01-02)
Sals01	Special Service Salary (01-02)
Rk01	Salary Ranking (01-02)

8. Structure for Indicator 18

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Sarat00	Student/Administrator Ratio (00-01)
Rk00	Ratio Ranking (00-01)
Sala00	Administrator Salary (00-01)
Rk00	Salary Ranking (00-01)
Sarat01	Student/Administrator Ratio (01-02)
Rk01	Ratio Ranking (01-02)
Sala01	Administrator Salary (01-02)
Rk01	Salary Ranking (01-02)

9. Structure for Indicator 19

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Farat00	Faculty/Administrator Ratio (00-01)
Rk00	Faculty/Administrator Ranking (00-01)
Farat01	Faculty/Administrator Ratio (01-02)
Rk01	Faculty/Administrator Ranking (01-02)

10. Structure for Indicator CSG20

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Col1	General Fund Balance (99-00)
Col2	1999-00 Actual
Col3	General Fund Balance (00-01)
Col4	2000-01 Actual

11. Structure for Indicator CSG21

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Col1	Actual Excess (99-00)
Col2	Actual Excess (00-01)
Col3	Actual Excess (01-02)

12. Structure for Indicator VITSTAT

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP01	Per pupil Comparative Cost (01-02)
Stpct01	Revenue: State %
Ltpct01	Revenue: Local %
Fdpct01	Revenue: Federal %
Tupct01	Revenue: Tuition %
Fbpct01	Revenue: Free balance %
Otpct01	Revenue: Other %
Strat01	Student / Teacher ratio 2001
Ssrat01	Student / Special Service ratio 2001
Sarat01	Student / Administrator ratio 2001
Pctspeced	Percent Special Education Students

D. File Structure - Summary Files

The 3 summary files have identical file structures and summarize the total costs for Indicator 1-13 and 15. The Average daily enrollment is included (estimated enrollment for 2001-2002).

E. Miscellaneous Information

Each indicator file also contains information regarding the Operating type and State Average information printed on the Comparative Spending Guide. This information is located within the file at the beginning of each district operating type/enrollment grouping. Depending on the indicator file and operating type grouping, the number of records containing the information will vary. The descriptive text regarding these records have been written in the DISTNAME field. The following guide should be used to view these data summary records:

<u>Indicator</u>	<u>Operating type/enrollment Grouping</u>	<u># Records with Summary Statistics</u>
1-15	All groups except 7-12 / 9-12	4 records/grouping
1-15	Group 7-12 / 9-12 only	6 records/grouping
16,17,18,19	All groups except 7-12 / 9-12	1 record/group (Op type average only)
16,17,18,19	Group 7-12 / 9-12 only	2 records/group (Op Type average only)